



Integrated Financial Management Program

Core Financial

Course Name: Purchasing

Module 2: IDIQ/BOA/BPA Processing

Data Packet



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TOPIC 1: Award Contract

ACTIVITY 1a: Prepare, Complete, and Process Contractual Document

Exercise T1E-1. In this exercise, the Buyer has been instructed to prepare, complete, and process a NASA CCI ID/IQ contract for *Rocket Components*. The contract target value is \$23,300,000.

FIELD	DATA
Transaction Code	ME31K
<i>Create Contract: Initial Screen</i>	
Vendor	101947
Agreement Type	Indefinite delivery
Agreement Date	TBD by Instructor
Agreement (K number)	See Supplemental Data Sheet
Organizational data tab	
Purchasing Org	NASA
Purchasing Group	See Supplemental Data Sheet
Default data for items tab	
Item Category	Z
Account Assignment	U
Material Group	16
<i>Create Contract: Header Data</i>	
Administrative fields tab	
Validity Start	TBD by Instructor
Validity End	TBD by Instructor
Terms of delivery and payment tab	
Payment Terms	NT30
Inco terms	FOB Destination
Target Value	\$23,300,000
Reference data tab	
Our reference (DPAS Rating)	DO-C9
NASA data tab (no label for tab)	
Contract Type	ID
PPC	BX
<i>Create Contract: Item Overview</i>	
Outline agreement items tab	
Item 1	
Short Text	Helium Tanks

Target Quantity	50
UOM	EA
Net Price	\$175,000
<i>Create Contract: Item 00001 (Item Details)</i>	
NASA data tab (no label for tab)	
Total Value (Item Details)	\$8,750,000
Created on Date	TBD by Instructor
Option Unexercised	(Leave Blank)
<i>Create Contract: Item Overview</i>	
Outline agreement items tab	
Item 2	
Short Text	Liquid Oxygen Tanks
Target Quantity	50
UOM	EA
Net Price	\$146,000
<i>Create Contract: Item 00002 (Item Details)</i>	
NASA data tab (no label for tab)	
Total Value	\$7,300,000
Created on Date	TBD by Instructor
Option Unexercised	Leave Blank
<i>Create Contract: Item Overview</i>	
Outline agreement items tab	
Line 30	
Short Text	Nozzles
Target Quantity	50
UOM	EA
Net Price	\$145,000
<i>Create Contract: Item 00003 (Item Details)</i>	
NASA data tab (no label for tab)	
Total Value	\$7,250,000
Created on Date	TBD by Instructor
Option Unexercised	Leave Blank

Note: See User Procedure, “Prepare/Complete IDIQ, BOA, and BPA Contractual Documents”

ACTIVITY 1b: Prepare, Complete, and Process Contractual Document

Exercise T1E-2. In this exercise, the Buyer has been instructed by the Procurement Team Lead to prepare, complete, and process a **BOA** for *Technical Management Consulting Service*.

FIELD	DATA
Transaction Code	ME31K
<i>Create Contract: Initial Screen</i>	
Vendor	102472
Agreement Type	YP (BOA)
Agreement Date	TBD by Instructor
Agreement (K number)	See Supplemental Data Sheet
Organizational data tab	
Purchasing Org	MSFC
Purchasing Group	(Assigned in Class)
Default data for items tab	
Item Category	D
Account Assignment	U
Plant	MSFC
Material Group	B
<i>Create Contract: Header Data</i>	
Administrative fields tab	
Validity Start	TBD by Instructor
Validity End	TBD by Instructor
Terms of delivery and payment tab	
Payment Terms	NT30
Inco terms	FOB Destination
Reference data tab	
Our reference (DPAS Rating)	DO-C9
NASA data tab (no label for tab)	
Contract Type	BS
PPC	BX
<i>Create Contract: Item Overview</i>	
Outline agreement items tab	
Item 1	
Short Text	Technical Management Consulting Service
Target Quantity	(Leave Blank)

UOM	(Leave Blank)
Net Price	(Leave Blank)
<i>Service Specifications: Contract specs. For item NASX-XXXXX (Item Number)</i>	
Services tab	
Short Text	Technical Management Consulting Service
Quantity	(Leave Blank)
Gross Price	\$250.00
UOM	Job

Note: See User Procedure, “Prepare/Complete IDIQ, BOA, and BPA Contractual Documents”

ACTIVITY 2: Distribute Contractual Documents

Exercise T1E-1. In this exercise, the Buyer has received notification via SAP workflow, that the **ID/IQ** contract for *Rocket Components* has been approved and processed. The Buyer must now make distribution of the contract. The Buyer has been asked to print one copy of the contract.

FIELD	DATA
Transaction Code	ME32K
Purchase Order	See Supplemental Data Sheet
Output Type	Indefinite Delivery

Note: See User Procedure, “Distribute Solicitation & Contractual Documents”

ACTIVITY 3: Cancel Contractual Documents

Exercise T1E-2. In this exercise, it has just been discovered that the offeror for the *Technical Management Consulting Service BOA* has been charged with fraud and racketeering charges in a current multi-billion dollar Department of Defense contract. Therefore, you have been informed to cancel this BOA before it is awarded. The Buyer will delete all procurement line items (PLIs) on this document and save the changes. This action will cancel the contractual document within SAP.

FIELD	DATA
Transaction Code	ME32K
Agreement (K number)	See Supplemental Data Sheet

Note: See User Procedure, “Cancel IDIQ Contract, BOA & BPA Document”

TOPIC 2: Issue Tasks

ACTIVITY 1: Assign Sources of Supply

Exercise T2E-1. In this exercise, the Procurement Team Lead has received a request to issue a TO/DO against the NASA ID/IQ contract for *Rocket Components*. However, before preparing the TO/DO, the Procurement Team Lead will need to check for order limits on the ID/IQ and then assign the source of supply, if the order is within the limits of the contract. The Procurement Team Lead has already assigned the buyer.

a. Check for Order Limits on the contract.

FIELD	DATA
Transaction Code	ME33K

b. Assign the source of supply on the purchase requisition.

FIELD	DATA
Transaction Code	ME52N
<i>Change Purch. Requisition 420000XXXX</i>	
Purchase Requisition Number	See Supplemental Data Sheet
Agreement Number (Item 1)	See Supplemental Data Sheet, T1E-1
Item	1
Agreement Number (Item 2)	See Supplemental Data Sheet, T1E-1
Item	2
Agreement Number (Item 3)	See Supplemental Data Sheet, T1E-1
Item	3

Note: See User Procedure, “Create/Maintain Purchase Requisition”

ACTIVITY 2: Prepare, Complete, and Process TO/DO

Exercise T2E-2. In this exercise, the Procurement Team Lead has assigned the source of supply and has ensured this order request is within the order limits of the contract. The Buyer has now received the action and will now prepare, complete and process the **TO/DO NASA K** for *Rocket Components*. The award value is \$4,660,000.

a. Prepare, complete, and TO/DO.

FIELD	DATA
Transaction Code	ME21N
<i>Create Purchase Order</i>	
Order Type	TO/DO NASA K
PO Number	See Supplemental Data Sheet
Select PR#	See Supplemental Data Sheet
Header Section	
Delivery/invoice tab	
Payment Terms	Net 30 (<i>if not derived</i>)
Incoterms	FOB / Destination (<i>if not derived</i>)
Additional data tab	
Validity Start	TBD by Instructor
Validity End	TBD by Instructor
Communications data tab	
Salesperson	Lionel Richie
Our reference (DPAS Rating)	DO-C9
Your reference	Your outline agreement number
NASA Data tab	
Funded thru Date	TBD by Instructor
Contract Type	FP
PPC	BX
Item Details Section	
NASA Data tab	
Total Value (Line 1)	\$1,750,000
Created Date	TBD by Instructor
Total Value (Line 2)	\$1,460,000
Created Date	TBD by Instructor
Total Value (Line 3)	\$1,450,000
Created Date	TBD by Instructor

b. Attach document

FIELD	DATA
Transaction Code	ME22N
<i>Change Purchase Order</i>	
Attachments	T & C's

Note: See User Procedure, "Prepare/Complete Obligating Contractual Documents"

ACTIVITY 3: TO/DO Tracking

Exercise T2E-3. In this exercise, the TO/DO for *Rocket Components* has been awarded. The Buyer will now open the Rocket Components ID/IQ contract and determine the quantity and dollar amount of orders that have been placed against this contract.

FIELD	DATA
Transaction Code	ME33K
Agreement (K number)	See Supplemental Data Sheet